14 July 1976

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT   :   CIA Operations Center's Efforts to
                     Fight Inflation.

1.   The Operations Center continues efforts to reduce
daily operating costs. The Center's expenses are closely
monitored by our staff. We will stay within our budget,
despite continually escalating costs, for the second consecu-
tive year.

2.   Our cable room complement is now at full strength,
and has been for the past year, resulting in a decrease in
overtime costs of approximately $9,000.00. Further planned
reductions in overtime costs will result in an additional
savings of some $1,600.00 per year. As we reported earlier,
on 18 January 1976 our two man day Senior Duty Officers
merged with the three night Duty Officers into a five man
constantly rotating staff of 12 hour watches, enabling us
to save some $3,000.00. Also on 18 January our six Senior
Watch Officers began rotating 12 hour watches with annual
projected savings of some $9,000.00. We have had an addi-
tional saving of some $4,000.00 in annual overtime costs
by assigning relief officers to the NMCC when available.

3.   On 6 June 1976 our Associate Watch Officers went
to 12 hour rotating shifts as well, thus eliminating the
need for overtime in the amount of approximately $5,000.00.
An additional $10,000.00 over and above what we previously
predicted has been accomplished by converting to standard
3 ply paper on the press machines. Reduction of newspapers
and magazine subscriptions have resulted in a saving of
$200.00. We have eliminated $2,000.00 in clerical over-
time by staggering clerical reporting times, and continue
to do so.

4.   Our total annual projected savings amount to
$37,200.00 with an additional $6,600.00 for a total of
$43,800.00. We will continue to monitor closely our
operating procedures to reduce costs wherever possible.

STATINTL

Vincent J. Heyman
Chief, CIA Operations Center